

CLAIMS PROCESSING

DOCKETING THE CLAIM

1. Select BANKRUPTCY from the Blue Bar Menu.
2. From Bankruptcy Events, select File Claims.



3. Search for the Creditor. Enter the case number and creditor name. Select Next.

A screenshot of the 'Search for Creditor' form. The form has a yellow background and contains the following fields: 'Case Number' with the value '04-1', 'Name of creditor' with the value 'Creditor One', and 'Type of creditor' with a dropdown menu set to 'Creditor'. Below the fields are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Next' button.

4. If there is more than one case with that number, select the correct case (BK for Claims):

A screenshot of the case selection form. It has a yellow background and contains two checkboxes: the first is '3-04-ap-1 - Debtor v. JONES' with an unchecked checkbox, and the second is '3-04-bk-1 - Smitty Smythe' with a checked checkbox. Below the checkboxes are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Next' button.

5. If CREDITOR ONE is on the matrix, the name should appear in the drop down list. Highlight and select it. If not, add the creditor.

Select a Creditor for Claim

Case 3-04-00001: Smitty Smythe

Add Creditor

6. Add the Creditor to the case. The program will prompt for the case number, then the Add Creditor(s) screen will appear. Fill in the boxes, select Type = Creditor. Select "Last Entry" if this is the only creditor you are adding. Click Next.

Add Creditor(s)

Case 3-04-00001 already contains creditors!

Case number 3-04-00001 Smitty Smythe

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Type

Creditor committee No Yes

Continue To Enter Last Entry

7. A confirmation message that you are adding one creditor appears. Click on Submit.

Add Creditor(s)

Total Creditors Entered 1

8. The Creditors Receipt is displayed. Select File A Proof of Claim.

Creditors Receipt

Case Number	04-1
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

9. Search for the Creditor.

Search for Creditor

Case Number

Name of creditor

Type of creditor

- Select the creditor from the drop down list.

Select a Creditor for Claim

Case 3-04-00001: Smitty Smythe

CREDITOR ONE - PO BOX 1000 ANYWHERE TN 37203 - 1833

[Add Creditor](#)

Next Clear

- Complete the information for the Claims Register. Use the Amount Claimed fields. The Total will compute. Note if it is an AMENDED or DUPLICATE Claim.

Proof Of Claim Information For

1833 - CREDITOR ONE
PO BOX 1000
ANYWHERE TN 37203

Case Number: 3-04-00001	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Creditor
Last Date To File: 01/13/2005	Last Date To File(Govt):	Date Filed: 09/27/2004	Late: No	Status:
Amount Claimed				
Unsecured 500.00	Secured	Priority	Unknown	Total (Display Only) 500.00
Amount Allowed				Total (Display Only)
Description:	owed on account			
Remarks:				

Next Clear

- If the claim is filed by the Debtor or Trustee, note that in the "Filed By" field.

Filed By:

Creditor

Debtor

Attorney

Creditor

Trustee

Status:

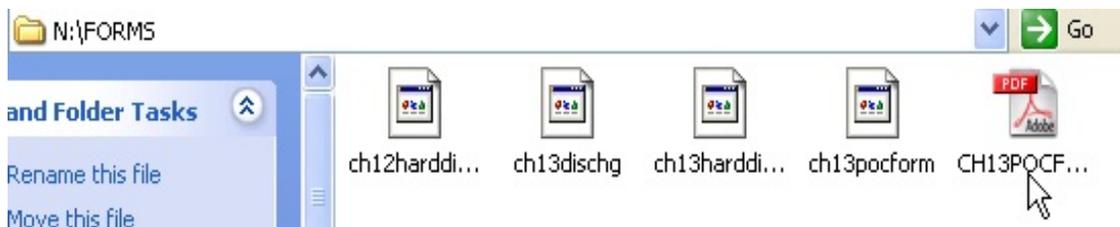
Total (Display Only)

12. After clicking Next, browse to add the .pdf claim. Double click the file to attach it.

Case **3-04-00001**
Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes



13. Click Next.

Case **3-04-00001**
Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

14. The Notice of Electronic Claims Filing will display to show the successful filing of the claim.

Notice of Electronic Claims Filing

The following transaction was received from ldpatty, on 9/27/2004 at 5:38 PM CDT

Case Name: Smitty Smythe
Case Number: [3-04-00001](#)
CREDITOR ONE
Creditor Name: PO BOX 1000
ANYWHERE TN 37203
Claim Number: [2](#)
Total Amount Claimed: \$500.00

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: N:\FORMS\CH13POCFORM.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=992623805 [Date=9/27/2004] [FileNumber=5915-0] [6e61cf1782406e613dd3a25ac4eb76b79cd538e95398ed54a95e527823264c8628c289cf805074491c93ddb4a7954841232c2242fe3ddddd7ba8ebf4e25f7904e]]